

# STATE OF NEW JERSEY



## COUNTY HUMAN SERVICES: VETERAN SERVICES

C3900000-001

## REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE

1655B

DEPARTMENT County	DIVISION Human Services	BUREAU Veteran Services
AGENCY REPRESENTATIVE William S. Howard	TITLE Chief	(AREA CODE) TELEPHONE NO. 989-6120

## SCHEDULE APPROVAL

THE RECORDS COVERED BY THIS SCHEDULE, UPON EXPIRATION OF THE RETENTION PERIODS, SHALL BE DEEMED TO HAVE NO CONTINUING VALUE TO THE STATE OF NEW JERSEY AND WILL BE DISPOSED OF AS INDICATED IN ACCORDANCE WITH THE LAW AND REGULATIONS OF THE STATE RECORDS COMMITTEE. THIS SCHEDULE SHALL BECOME EFFECTIVE ON THE DATE APPROVED BY THE STATE RECORDS COMMITTEE.

SIGNATURE OF AGENCY REPRESENTATIVE <i>William S. Howard</i>	DATE 4/8/85	SIGNATURE OF SECRETARY STATE RECORDS COMMITTEE <i>William C. Hargis</i>	DATE APPROVED 4/24/85
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ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION (DESTROY/ ARCHIVES)
		AGENCY	RECORDS CENTER	
1-00.	Cemetery List	Permanent		Archives
2-00.	Grave Registration Records	Permanent		Archives
3-00.	County Cemetery Veterans Plots	Permanent		Archives
4-00.	Correspondence			
4-01.	External	3 yrs.		Destroy
4-02.	Internal (administrative)	Periodic review		Destroy
5-00.	Budget Workpapers	6 yrs.		Destroy
6-00.	Payroll Timesheets	6 yrs.		Destroy
7-00.	Purchase Orders & Requisitions	6 yrs.		Destroy
8-00.	Quarterly Reports (Budget & Time)	6 yrs.		Destroy
9-00.	Grant Agreements	6 yrs. after termination		Destroy
10-00.	Union Contracts	6 yrs. after termination		Destroy
11-00.	Maintenance and Motorpool Requests	1 yr.		Destroy